SIS 2000+ Training Manual

Enrollment

Enrollment Exercises

For use with the Student Editor Applications:

- 1. Open the Student Editor. Click Enter then New. Next, enter the name, birthday, gender, ethnicity, track, grade, status, and entry code for a student.
- 2. Click on Household Address then click on Add. Enter the address information for that student and click select. Click continue and enter phone information. Save.
- 3. Go to the Misc. tab and Other tab and fill in any available information. Go to the Contacts tab and enter one new contact for the student. Next, add one already existing contact to the student's record. When finished click done.
- 4. Do the same for three other students.
- 5. Withdraw a student by selecting one of the students that you entered. From the General tab click the status button. Click on Withdraw. Enter an appropriate Exit code. Save.
- 6. Transfer a student by doing a district wide search for the student you just withdrew. Do this by clicking on Enter at the bottom of the screen. Find your student and click on Enroll. When the student data entry screen appears enter a track and an entry code. Enter the status, entry date and grade. Click Continue and Save.
- 7. Select another student. Transfer that student to a different track by clicking the Status button, then click the Change Status button. First, close the current status record. Use Track Transfer as the exit code. Make the student active in a new track by creating a new status record. Fill in appropriate information and save.
- 8. Change the current status of a student by selecting another student that you entered. Click the Edit button. Highlight the desired status record and then double click. Change the status of the student and save.
- 9. Choose another student. From that student's primary site, multiply enroll that student into two schools in the district. Change the student's status to "Primary site of multiple sites." Save this status change. Click enter on the student enrollment screen. Click Enroll. Answer "Yes" to the question of whether or not you wish to add a part-time enrollment at another location. Enter the information for part-time enrollment. Status must be "Part-time." Save.